

July 3, 1986

OTE #86-6510.

MEMORANDUM FOR: Director of Information Technology

FROM:

Director of Training and Education

SUBJECT: Computer Training Classroom in Headquarters Building

1. OTE is tasked with the responsibility of providing transition training from SAFE 1 to SAFE 2 for as many as [] DI SAFE 1 users. This training is scheduled to begin in October of this year. Currently we are planning to conduct the bulk of this transition training at the Chamber of Commerce building. Conversations with DI personnel clearly indicate their interest in having the SAFE transition training occur at the Headquarters building, if at all possible.

2. OTE does not have a classroom equipped with terminals in headquarters. However, we do have a Learning Center located in room GF39. We are ready to convert approximately one half of the Learning Center into a classroom with 10 Delta Data terminals and five IBM PCs for SAFE training and other computer skills training as appropriate.

3. OTE has 10 Delta Data terminals and SAFE ports [] We request your assistance in having these 10 terminals and ports moved to Headquarters by 15 August. The TRNs for this move have been submitted by our ADP Control Officer. We also need your assistance in adding five ports in the Learning Center. We need a total of 15 ports for the 10 Delta Data terminals and the five IBM PCs.

4. I request that you give this the highest priority you can. We are convinced that making SAFE transition training available in the headquarters will be a major enhancement.

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